# RECORDS RETENTION SCHEDULE REQUEST FOR APPROVAL OF

STD. 72 (REV. 3-84)

Submit three copies with three copies of the Records Retention Schedule, STD. 73.

TO: (1) DEPARTMENT OF GENERAL SERVICES OFFICE OF RECORDS MANAGEMENT

 $\mathfrak{D}$ 1020 O Street, Room 130 Sacramento, CA 95814 CHIEF, STATE ARCHIVES 45-4293 or ATSS 485-4293

PART I

-AGENCY STATEMENTS

DIVISION, BUREAU OR OTHER UNIT SCHEDULE NUMBER DEPARTMENT, BOARD OR COMMISSION 744 P Street, CONTRACT MANAGEMENT INALTH SERVICES Room SECTION PAGE NUMBER(S) SCHEDULE DATE February 85464

IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule: 1987

SCHEDULE NUMBER 83--066 PAGE NUMBER(S) 3/31/83 SCHEDULE DATE 2/2/83

As the person directly responsible for maintenance of the records listed on the attached schedule, I certify that I have reviewed the need for the records and that each retention period is necessary and correct as scheduled.

SIGNATURE GRISON DIRECTLY RESPONSIBLE Everett Uldall Chief, Contract Management Se¢. FEB S 1987

factors listed in Section 1667 of the State Administration Manual. General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

PART TITLE SIGNATURE. DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755) 3-69.3

Columns 1-13 and 15 only. The Department of General Services has no jurisdiction over entries made in Column 14 of STD. Form 73. Our approval covers

TITLE PART III SIGNATURE ARCHIVAL SELECTION (Per Government Code Section 14755) APPROVAL NUMBER 3-13-87

THE ATTACHED RECORDS RETENTION SCHEDULE:

Contains no material subject to further review by the California State Archives

Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614)

APR **,\_**3.

1987

SIGNATURE

OF ARCHIVES

STD. 73 (REV. 5-85)

See instructions on reverse and in SAM 1600

DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)	
HEALTH SERVICES	130	February 3,	1987
ORGANIZATIONAL UNIT	PAGE	OF	PAGES
ADMINISTRATION - CONTRACT MANAGEMENT SECTION		•	,
ADDRESS (number, street, city)	DEPARTMENT OF GENERA	L SERVICES APPROVAL	
744 P Street, Room 316, Sacramento	NUMBER (5)		

	744 P Street,	- Ro	om	316, S	NOMBER (5)						
ITEM CUBIC NUMBER FEET (Triple-space between items)	STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION (Triple-space betwe	en items)	Media	Vital	OFFICE	RETEN	SRC	TOTAL	PRA (Exempt) & IPA	REMARKS
(6) (7)	(8)	(9)	. Y.,	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
		BRIEF DESCRIPTION  Contract Consultat as both a consultit contracts in order and if federally f all fully executed contracts which ar	OF SECTION  ion and Manage ion and Manage ing resource a to ensure al funded, federa i contracts wi re negotiated	eme s w l a l p thi by	nt ell re oli n t	Section Section as madegall cies, he Dep Calif	n intain y suff statut artmen ornia	S) is ing a icient es and t exce Medica	a serv contr and c regul pt for l Assi	rice-or rol fur comply ations the M stance	iented section functioning ction for departmental with State, departmental, CCMS is the repository of ledi-Cal hospital containment

STD, 73 (REV. 5-85)

See instructions on reverse and in SAM 1600

DEPARTMENT (1) SCHEDULE NUMBER (2) DATE (3) February 3, 1987 HEALTH SERVICES 130 ORGANIZATIONAL UNIT PAGE OF PAGES (4) 5 ADMINISTRATION - CONTRACT MANAGEMENT SECTION DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) ADDRESS (number, city)

ITEM NUMBER	CUBIC FEET	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items)		Vital		RETEN	ITION		PRA (Exempt)	DEMARKS	
(Triple betwee	r-space n items)	USE ONLY			1	OFFICE	DEPT.	SRC	TOTAL	& IPA	REMARKS	
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	
			ADMINISTRATIVE RECORDS									
			ACTIVITY REPORTS									
1	8.3		MONTHLY	P		2			2			
2			WEEKLY	P		2			2			
			CORRESPONDENCE									
3			Contract Mailing List	P		active			active		Becomes inactive when updated.	
4			General - Chron	P		2			2			
			EQUIPMENT AND SUPPLIES									
5			Requisitions	P		active			active		Becomes inactive when updated.	
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STO. 73 (REV. 5-85)

See instructions on reverse and in SAM 1600

DEPARTMENT (1)

HEALTH SERVICES

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February 3, 1987

ORGANIZATIONAL UNIT

ADMINISTRATION - CONTRACT MANAGEMENT SECTION

ADDRESS (number, street, city)

DATE (3)

February 3, 1987

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OF PAGES (4)

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (S)

	744 P Street, Room 316, Sacramento										
ITEM NUMBER (Triple	CUBIC FEET	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	Media	OFFICE		RETEN	ITION		PRA (Exempt)	REMARKS
betwee	n items)	USE ONLY				OFFICE	DEPT.	SRC	TOTAL	& IPA	KEMAKKS
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
	ì		_LEGAL_								
6.			Bill Analyses Opinions	P		active			active	•	Becomes inactive when printed or superseded.
7			Dept. Legal Staff	Р		2			2		
8			General Services	P		2			2		
9			Regulations	P		active			active		Becomes inactive when printed or superseded.
			Personnel							:	
10			Affirmative Action (Plans, policy, general information, etc.)	Р		active			active	•	Becomes inactive when superseded.
. 11			Attendance	P		active			active	XI	Becomes inactive when superseded PRA 6254; IPA 1798.40.
12.			Duty Statements	P		active			active		Becomes inactive when superseded.

STD. 73 (REV. 5-85)

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DEPARTMENT (1)

HEALTH SERVICES

ORGANIZATIONAL UNIT

ADMINISTRATION - CONTRACT MANAGEMENT SECTION

ADDRESS (number, street, chy)

SCHEDULE NUMBER (2)

DATE (3)

February 3, 1987

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DEPARTMENT OF GENERAL SERVICES APPROVAL

and in SAM 1600				744 P Street, Room 316, Sacramento								DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (S)
ITEM NUMBER		CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS		Media	RETENTION  DE J. OFFICE DEPT. SRC			ITION		PRA (Exempt)	REMARKS
(Triple betwee	n items)	USE ONLY	(Triple-space bet	•			OFFICE	DEPT,	SRC	TOTAL	IPA	
(6)	(7)	(8)	(9)		(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
13			Employee Records (Includes probs, etc.)	reviews,	Р		active			active		Becomes inactive when employee transfers or terminates. PRA 6254; IPA 1798.40.
14			General Correspon	ndence	P		2			2		
15			Interview Docume Apps, score she Reports, etc.)	,	P		2			2	Х	Government Code 12946; PRA 6254; IPA 1798.40.
16			Training (Employ	ee)	P		2			2	XI	PRA 6254; IPA 1798.40
			Policy and Proce	dures								
17			Contract Manua	1	P		active			active		Becomes inactive when updated or superseded.
18			General Inform (Contract Manu		P		active			active		Becomes inactive when updated or superseded.
19	<b></b>		Procedure and Memos (P&I f Distribution	or Section	P		active			active		Becomes inactive when update or superseded.

STD. 73 (REV. 5-85)

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DEPARTMENT (1)

HEALTH SERVICES

ORGANIZATIONAL UNIT

ADMINISTRATION - CONTRACT MANAGEMENT SECTION

ADDRESS (number, street, city)

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***************************************				744 P Stree	et,	Roo	om 316	NOMBER (3)				
	-space	CALIFORNIA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTI (Triple-space be		Media	Vital	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	RETENTION			PRA (Exempt) &	REMARKS
betwee (6)	n items) (7)	(8)	(9)			(11)	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	IPA (16)	(17)
	(,)	(0)	Records Managemen		(10)	(**)	(12)	(.0)	(14)	(12)	(10)	
20			Annual Reports () Records Holding)	IPA Report and			2			2		Becomes inactive when superseded.
21			Forms (does not supply or stock)	.nclude			active +2			active +2		Becomes inactive when superseded.
22			Quarterly Records	3 Destruction			2			2		
23			Records Retention	n Schedule			active			active		Becomes inactive when superseded. or 5 years whichever comes first.
24			Transfer Lists				active			active		Becomes inactive when records are destroyed. Transfer list is attached to the appropriate records destruction memo in Item #22.
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SCHEDULE NUMBER (2)

130

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		and in SAM	744 P Street, Room 316, Sacramento								NUMBER (5)		
ITEM NUMBER (Triple		CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items)		Wedia 1			RETEN	ITION		PRA (Exempt) &	REMARKS	
betwee	n items)	USE ONLY		·		1	OFFICE	DEPT.	SRC	TOTAL	IPA		
(6)	(7)	(8)	DEPARTMENTAL RECORDS		(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	
			Contracts										
25	6.6		Continuing Control (Those which crost years).		P		active +1	0	4	active +5		Becomes inactive at end of contract term. PRA 6254; IPA 1798.40.	
26	7		Federal Grants		Р	**************************************	active +1	0	2	active +3		Becomes inactive at end of contract term. PRA 6254; IPA 1798.40.	
27	41.6		General (Include services, consul interagency)		P		active +1	9	4	active +5	,	Becomes inactive at end of contract term. PRA 6254; IPA 1798.40.	
28	3.3		Incoming Funds		P		activ	<del>2</del>	4	active +5	1	Becomes inactive at end of contract term.	
29	16.6		Medi-Cal Contrac	ts	Р		active +2	2	3	active +5		Becomes inactive at end of contract term.	